

## May – June 2000

Please share the newsletter with your employees

# “PLAN”-TING A Garden of EVENTS



Apr 30-May 6 Public Service Recognition Week

May 1-31 Asian/Pacific Month

### May 3 DFEB Excellence in Government

Awards Program & Luncheon

Reception: 11 a.m.

Luncheon: 11:30 a.m.

(Mark your calendars)

May 4 Multi-Agency Congressional Expo  
DFC, Bldg 810, 9 a.m. – 3p.m.

May 7-13 Teacher Appreciation Week

May 14 Mother's Day

May 29 Holiday – Memorial Day (Observed)

May 30 Memorial Day

Jun 8 Dept. of Justice Unity Day  
Downtown Denver, Federal Plaza

Jun 14 Flag Day

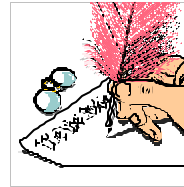
Jun 18 Father's Day

Jul 4 Holiday - Independence Day

Jul 12 DFEB Board of Directors Mtg, 7:30 a.m.  
Place to be decided

Jul 18-20 Annual FEB Conference, Washington DC

## A Constitutional Quiz?



Just a few quick questions

1. When and where was the Constitution written?
2. What constitutes the Bill of Rights?
3. The Constitution gives us our rights and liberties. True or false, and why?
4. When did the phrase “The United States of America,” originate?
5. Who presided over the Constitutional Convention?
6. How long did it take to frame the Constitution?
7. What was the Connecticut Compromise?
8. How was the proper manner of addressing the President decided?
9. The Congress is made of the Senate and House of Representatives, how long are their respective terms and how many of them represent each state?

### BIG Bonus Question

10. What is the introduction to the Constitution called and recite the first sentence.  
(Answers on pgs. 11-12)

## ANNOUNCEMENTS

### EXCELLENCE IN GOVERNMENT AWARD PROGRAM

May 3, 2000, is the day of the Excellence in Government Awards Program hosted by the Denver Federal Executive Board. These awards honor the outstanding contributions of public servants. This year's theme is "Public Service for a New Century". The awards ceremony and luncheon will be held at the Arvada Center for the Performing Arts. The reception/registration begins at 11 a.m. and lunch begins at 11:30. For more information contact the DFEB office 303.676.7009.

### "GET UP CLOSE AND PERSONAL"

#### MULTI-AGENCY CONGRESSIONAL EXPO

Don't let your agency miss this chance to "Get Up Close and Personal" communication with congressional staffers. This exposition is an excellent opportunity to enhance those lines of communication and meet face-to-face. The Expo is at the Denver Federal Center, Building 810, on May 4, 2000, from 9 a.m. to 3 p.m. Registration begins at 8:30 a.m. Accommodations have been made for agencies to set up their presentations the day before. For more information contact Darlene Spreer, 303.716.2005.

### HAVE YOU SEEN CINDERELLA OR CINDERFELLA????



### HE KEEPS GOING AND GOING AND GOING...

#### THE 17TH ANNUAL FEDERAL CUP 5K AND FUN RUN



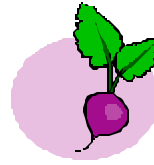
It's that time again, time for all you "Energized" bunnies to get goin'! Put on your tennies and get set to participate in the 17th Annual Federal Cup 5K and Fun Run. The race will be held at the Denver Federal Center on Saturday, May 20, 2000. There will be a 1K Fun Run for kids and a 5K race for runners and runwalkers that begins at 8:15 a.m. Reggie Rivers, former Denver Bronco and local radio, TV, and news personality will serve as the official race starter and emcee. There

will be refreshments, medals, and trophies for winning individuals and teams. Team categories include: men, women, co-ed, masters, and seniors. Commemorative T-shirts will be available for \$7 on a first-come, first-served basis. Pre-registration entry fee is only \$5, race day \$10. For more information visit the Federal Cup homepage at <http://fedcup.homestead.com> or contact B 720.962.7249. So come...



## HOW DO YOU GET BLOOD OUT OF A TURNIP????

### You Don't, You Get It Out of Federal Employees!



And Bonfils makes it easy! The second Wednesday of every month Bonfils Blood Center hosts blood drives on the Denver Federal Center. The DFC blood drives typically take in 35-40 units of blood each month. The drives are held from 8 a.m. to 1:30 p.m. at the GSA, Building 41, in the Colorado

Conference Room, Room 278, AND no appointment is necessary!

Remember in order to give blood you have to weigh at least 110 lbs. and be in good general health. Although, you can still donate blood if you have a cold as long as your symptoms are limited to a stuffy nose or mild head congestion. Blood can be donated every 2 months. Donors should eat a healthy, low-fat meal within 4 hours of donating.

If you would like additional information or if you're interested in scheduling a special blood drive at your workplace, please call Bonfils at 303.363.2333 or the DFC's Blood Drive Coordinator at 303.445.3004.



## JUST THE FACTS, JUST THE FACTS

### THE ANSWER, MY FRIEND, IS BLOWIN' IN THE WIND...

Don't get upset if someone tells you the government is full of hot. Technically, they wouldn't be totally incorrect—at least, not in Denver. Here, we're trying to be full of air, just not necessarily hot.



The Denver Federal Executive Board, working in partnership with the Department of Energy, the General Services Administration, the National Renewable Energy Laboratory, and the Environmental Protection Agency are leading an effort in the front-range area to purchase a significant percentage of Federal power from the Wind Source Program of the Public Service Company of Colorado. The goal is to achieve a 10MW commitment to wind power, demonstrating the Federal commitment and leadership to improving air quality in the Denver region and to fight the effects of global warming.

To date, 24 agencies are participating with the expectation that more will follow as the rest of the Denver metro agencies are contacted. To our knowledge, this will be (and is) the Nation's largest aggregated purchase of electricity from clean wind power. All members of the DFEB are invited to participate. There will be a public announcement on April 27, 2000, downtown at the Denver Federal Plaza at High Noon. All participating agencies are invited to attend, and also those who are interested. Together, Federal agencies will demonstrate the Denver Federal community commitment to clean air and improving the ozone layer. Even though the official announcement will have been made on April 27<sup>th</sup>, efforts will continue to promote the use of "Green" power and enlist more Federal participation. As of April 11, 2000, the following agencies have committed to start "Goin' Green":

DEPARTMENT	AGENCY
Agriculture	Food & Nutrition Service
	Food Safety & Inspection Service
	National Agriculture Statistics Service
Commerce	National Oceanic & Atmospheric Administration
Education	Department of Education
Energy	Denver Regional Support Office
	Golden Field Office
	National Renewable Energy Laboratory
	Rocky Flats Environmental Test Site
	Western Area Power Administration
Housing & Urban Development	Department of Housing & Urban Development
Interior	Minerals Management Service
	National Parks Service
	U.S. Geological Survey
Justice	U.S. Marshals Service
	U.S. Trustees Office
Labor	Department of Labor
Veterans Affairs	VA Medical Center - Denver
Independent Agencies	Environmental Protection Agency
	Federal Emergency Management Agency
	General Services Administration
	Government Printing Office
	Office of Personnel Management
	Social Security Administration

**" HOT " WEATHER IN THE SUMMERTIME...**

**WHEN THE  (POLLUTION) LAYER IS HIGH**

**Help Reduce Summertime Ozone Pollution**

Ozone pollution--a form of pollution that thrives on sunny days and high temperatures and harms our health--is formed when sunlight causes volatile organic compounds (VOCs) and nitrogen oxides (NOx) to react. Vehicles, local industries and even lawnmowers contribute to the formation of ground-level ozone.

Ground-level ozone pollution should not be confused with the "good" ozone in the upper atmosphere. The "ozone layer" protects our skin from harmful ultraviolet rays. However, ozone in the air we breathe can cause breathing problems and respiratory infections in the elderly, young and those with respiratory ailments. Even healthy people exercising or working outdoors can experience breathing problems when exposed to summertime ozone pollution.

### **Why do we need to do something about ozone pollution?**

Other than the respiratory problems that ozone pollution can cause, the Denver metropolitan area is close to violating the Federal air pollution standard for ozone. By educating others and ourselves about ground-level ozone and pursuing voluntary efforts to control ozone pollution, the Regional Air Quality Council (RAQC) hopes to keep Denver's air clean.

### **How do I know when there are high ozone levels?**

Ozone advisories are issued by 4 p.m. during the critical summer months (June 1 - September 15). The advisories are posted on both the RAQC's website ([www.raqc.org](http://www.raqc.org)) and the Colorado Department of Public Health and Environment's website at (<http://apcd.state.co.us/psi/advisory.html>). Most major print and broadcast media also inform their listeners, viewers and readers.

### **I am just one person. What can I do?**

Actually, there's a lot you can do! Little things each of us can do go a long way toward preventing ozone pollution.

#### ***With your vehicle . . . . .***

- **Use alternative transportation** when you can, such as the bus, light rail or a carpool. For short trips, walk or ride your bike.
- **Maintain your vehicle.** A poorly maintained, out-of-tune vehicle can pollute as much as 25 times more than a well-maintained one.
- **Avoid excessive idling.** Idling for as few as 30 seconds can emit more pollution than stopping and re-starting your vehicle.
- **Refuel your vehicle after 6 p.m.** Since ozone needs sunlight to form, the

gasoline vapors that escape when refueling have less of an opportunity to be transformed into harmful ozone.

**Stop at the click!** When filling up your vehicle, don't overfill your tank. Overfilling releases unnecessary pollution into the air.

***At Home . . . .***

**Avoid using** hand-held lawn equipment such as weed trimmers on high ozone days. Since most gasoline-powered lawnmowers and trimmers are not equipped with pollution controls, they put out a lot more pollution than you might think.

**Replace lawn equipment that was manufactured before 1997.** The U.S. Environmental Protection Agency issued regulations requiring 1997-or-newer small spark-ignition equipment (such as lawnmowers) to comply with stringent standards for carbon monoxide, VOC, and NOx emissions. Operating your pre-1997 lawnmower for one hour can emit as much pollution as driving from Denver to Ft. Collins and back!

**Avoid using** oil-based paints, lacquers or solvents. Use latex paints and water-based solvents and cleaners instead.

**Help us** track the good things you are doing by filling out our online survey at **[www.raqc.org](http://www.raqc.org)**.

*For more information about ozone pollution, call Laura Hagg Nelson, Communications Specialist, at the RAQC at **303-629-5450, x220** or visit our website at **[www.raqc.org](http://www.raqc.org)**. The Regional Air Quality Council is the lead air-quality planning agency for the Denver metropolitan area and involves local governments, state agencies, businesses and citizens in cooperative efforts to improve the region's air quality.*

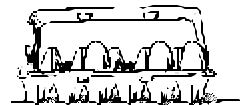
*(Article contributed by Laura Hagg Nelson)*

**THEY'RE BETTER BY THE DOZEN**

**12 STEPS TO A GREAT COMBINED FEDERAL CAMPAIGN**

Just a dozen easy steps and you too can have a great campaign

1. Recruit an outstanding campaign Chairperson and enthusiastic keyworkers.
2. Provide them with adequate administrative time to manage a successful campaign.
3. Set an appropriate dollar and/or participation goal for your organization.
4. Enlist the visible support of your senior managers.
5. Make your own contribution. Consider Leadership levels of giving.



6. Communicate your personal and professional commitment to your employees.
7. Encourage your employees to participate actively in citywide kickoff activities.
8. Host an appropriate kickoff event in your agency. Include “fun” activities that encourage employees to participate in the campaign.
9. Utilize communications methods that work in your agency: e-mail, posters, public affairs announcements, displays, etc.
10. Make sure that all of your employees are given the opportunity to make a contribution.
11. Wrap up the campaign with a celebration. Thank your campaign team and donors.
12. Bring you campaign team to the celebration luncheon on December 7, 2000.

**WE'RE STILL SEARCHING FOR THE PERSON THAT CAN FILL THESE SHOES...**



## **“HOT” INFORMATION FOR FEDERAL EMPLOYEES**

### **CLIMBING THE LADDER OF SUCCESS**



In every career, there comes a time to “sell” yourself. Whether to get a new job, promotion, bonus or award, employees at some point must reflect on their accomplishments and convince someone else of them.

The key to moving up the ladder of success is preparedness. Just like the Boy Scouts, Federal employees need to be prepared for job opportunities. Staying prepared means keeping your resume current and regularly reflecting on your accomplishments and tasks. Federal employees need to learn “sell” themselves, just like a product you need to be able to promote your best features. In promoting yourself, it’s recommended to:

- ❖ Talk about your strengths
- ❖ Talk about the results of your work
- ❖ Show the specific results of your work

An easy way to organize your thoughts is to write your job titles for the past 5-10 years on the tops of blank sheets of paper. On each page write everything you did

in that job—and be specific. Then ask yourself, “So what?” “How did I do that task; and how did it make a difference?” For example, employees may say they were “in charge of purchasing.” What they should say is how much they purchased, for how much money, with what vendors, and how much they saved the agency.

Organizations, even the government, are looking for people who can decrease the time it takes to get something done, save money and improve production or performance. Granted after doing all this there is no guarantee of a promotion, but at the very least after looking at your accomplishments you may decide to give yourself a pat on the back.

(This was paraphrased from an article in the “Federal Times”, by Lisa Daniel)

## **WRITE OR RIGHT? OR WRITE RIGHT!**



They both may sound the same but they have about twelve different meanings. Twelve? There are only two words, write and right. Write is something you compose or inscribe on paper, in stone, etc. Right is the opposite of left, to have privilege, or to be correct, etc. So, therefore, you have the right to write right! This word confusion happens many times in the English language and is one of the things that makes English so hard to learn, and in business, learn it you must. Good, effective writing skills can set you apart; sometimes they can make or break your career.

Unfortunately, we live a world of first impressions and when you send in a resume you are making your first impression. The interview is the second impression a prospective employer receives so it doesn't matter what you wear to an interview if your resume doesn't get you one.

### **Some Tips for Good Writing**

- ❖ Take writing seriously. Poor grammar, even in an e-mail makes a negative impression.
- ❖ Know the purpose of the writing and format it accordingly.
- ❖ Know your audience and write for the appropriate level of understanding. (Don't use jargon and acronyms without establishing them, not everyone understands the corporate or office language.)
- ❖ Keep it short.
- ❖ Know how the document will be used.
- ❖ Be direct and precise.
- ❖ Avoid adjectives and opinions.
- ❖ If you use charts and graphs, summarize them in a few short sentences.



- ❖ DON'T depend on the computer for spelling checks. (You may have a dyslexic finger and type from when you want from. This will pass the spell check but not the reader check.)

Remember everyone needs to work at being a good writer. If you think it's perfect the first time—think again. It never is. The best thing to do is to get someone else to read your work, especially someone who is not familiar with the subject, but whose writing you respect. Another way to check your writing is to set it aside for a time and then reread it yourself. It's amazing how many errors managed to get in there when you weren't looking.

Finally, it is incredibly important for you to be able to articulate your ideas and thoughts in writing, because people are listening to YOU through your writing.

*(This was paraphrased from an article by Lisa Daniel in the Federal Times, February 28, 2000.)*



## WEBSITES WORTH "WE"-V

### **GRIPE, GRIPE, GRIPE!!!!**

Have you ever wanted to complain about being bumped from an overbooked flight, or that you could have gotten your airline ticket cheaper??? Well, now somebody is willing to listen. The government now has a websites where you can go and complain—and they promise to listen! The Transportation Department's Inspector General is under orders from Congress to review consumer complaints on these two issues and report back to lawmakers later this year. The sites are [www.oig.dot.gov](http://www.oig.dot.gov) on comments on overbooking and fares and [www.dot.gov/airconsumer](http://www.dot.gov/airconsumer) for complaints about delayed or cancelled flights, on-time baggage delivery, and ticket refunds (Sorry, there is no site for airline food.)

### **CENSUS 2000**

If you are interested in finding out more information on the whys and hows about census taking go to the Census Bureau's website at [www.census.gov/dmd/www](http://www.census.gov/dmd/www).

### **WILL YOUR FOOT FIT THE "GLASS" SLIPPER???**

**KNOW ANYBODY WHOSE WILL???**

### **AGENCY SPOTLIGHTS**

(If you would like to share information on your agency and/or it's accomplishments or upcoming events write, call, fax, or e-mail your input to the:

Denver Federal Executive Board

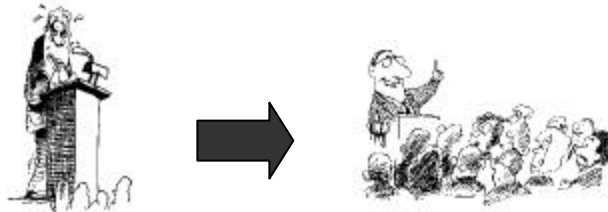
Voice: (303) 676-7009

FAX: (303) 676-6666

E-Mail: [cj.beasley@dfas.mil](mailto:cj.beasley@dfas.mil)

This may save other agencies the time and trouble of “Reinventing the Wheel.” Also the DFEB would like to spotlight your agency in our website.

## RECURRING PROGRAMS OR MEETINGS



### TOASTMASTERS CLUB

The Toastmasters Club cordially invites government employees in downtown Denver to attend the HUD Homesteaders Toastmasters meetings. Toastmasters provides public speaking training to its membership, along with communication and leadership development in a supportive environment. Meetings are each Tuesday morning at 8:00 a.m. in the Wells Fargo Bank Building, North Tower, 633 17<sup>th</sup> Street (17<sup>th</sup> and California). For more information contact Hank Tobo at (303) 672-5357 x1105, or John Hardin at (303) 672-5200 x1571.



### BLOOD DRIVES

Denver Federal Center Blood Drives, held the 2nd Wednesday of each month, 8:00 a.m. - 1:40 p.m., GSA, Bldg. 41, Colorado Conference Room 278. Appointments are appreciated, but walk-ins are welcome. To schedule an appointment call Devon, (303) 363-2389.

## THE BULLETIN BOARD

### OUR “PRINCE/PRINCESS CHARMING” IS KINDA PARTICULAR...and so is CFC!

Do you have a “Cinderella” or “Cinderfella” hiding in your agency??? Somebody who can wear our “glass slipper”? We’re beginning to look for our loaned executives for the upcoming CFC drive and we need to find those special people who can fit into our “glass slipper” and develop into a top-



notch executive, who has upward mobility aspirations. If you think you know a Cinderella or Cinderfella get them an invitation to the ball! It would really ruin the fairy tale “Happy Ending” if Cinderella or Cinderfella didn’t make it to the ball. For more information on the ball (CFC Loaned Executive Program) contact Ann Kusic (Fairy Godmother) at 303.561.2389 (Fairy Godmother’s Hotline).

### **I’M THE GREATEST STAR, I AM BY FAR, BUT NO ONE KNOWS IT....**

Do you have talent? Leadership talent? Why not share it with others? Our local Western Management Development Center can put your oratory forte to use. Contact Joe Wienard, WMDC Director, at 303.671.1010 for more information.



### **THE ANSWERS TO ALL THE QUESTIONS**

1. When and where was the Constitution written?  
The Constitution was written in 1787, in Philadelphia, PA.
2. What constitutes the Bill of Rights?  
The first 10 amendments to the Constitution.
3. The Constitution gives us our rights and liberties. True or false, and why?  
False. The Constitution only guarantees them. The people had all their rights and liberties before they made the Constitution. The Constitution was formed, among other purposes, to make the people’s liberties secure—secure not only against foreign attack but against oppression by their own government. They set specific limits upon their National government and upon the States, and reserved to themselves all powers that they did not grant. The Ninth Amendment declares: “The enumeration in the Constitution, of certain rights, shall not be construed to deny or disparage others retained by the people.”
4. When did the phrase “The United States of America,” originate?  
The first known use of the formal term “United States of America” was in the Declaration of Independence. Thomas Paine, in February 1776, had written of “Free and independent States of America.” The terms “United Colonies,” “United Colonies of America,” “United Colonies of North America,” and also “States” were used in 1775 and 1776.
5. Who presided over the Constitutional Convention?  
George Washington, chosen unanimously.
6. How long did it take to frame the Constitution?  
It was drafted in fewer than 100 working days.

7. What was the Connecticut Compromise?

This was the first great compromise of the Constitutional Convention, whereby it was agreed that in the Senate each State should have two members and that in the House the number of representatives was to be based upon population. Thus the rights of the small States were safeguarded and the majority of the population was to be fairly represented.

8. How was the proper manner of addressing the President decided?

Both Houses of Congress appointed committees to consider the proper title to give the President, but they could not agree. The Senate wished it to be "His Highness the President of the United States of America and Protector of their Liberties." The House considered this as too monarchical, and on May 5th addressed its reply to the inaugural speech merely to "The President of the United States." The Senate, on May 14<sup>th</sup>, agreed to this simple form.

9. The Congress is made of the Senate and House of Representatives, how long are their respective terms and how many of them represent each state?

The Senate terms are 6 years and Representatives serve for 2 years. Two Senators represent each state and the number of House representatives is derived from the population.

**BIG Bonus Question**

10. What is the introduction to the Constitution called and recite the first sentence.

The Preamble. "We the People of the United States, in Order to form a more perfect Union, establish Justice, insure domestic Tranquility, provide for the common defense, promote the general Welfare, and secure the blessings of Liberty to ourselves and our Posterity, do ordain and establish this Constitution for the United States of America."



**~ SOMETHING TO PONDER ~**

**Cooperation**

Coming together is a beginning;  
Keeping together is progress;  
Working together is success.

~ Henry Ford ~